

Timesheet Submission for Biweekly Employees
Time Reporting System (TRS) During Campus Closure
 Pay Period: 11/18/18 – 12/01/18

How do I report my time during the campus closure?

Monthly/Salaried/Exempt Employee

There is no additional action needed to document time during campus closure.

Biweekly/Hourly/Non-exempt Employees designated as “non-essential” staff

Employees should enter scheduled work hours with the campus closure date in the **Comments** box. (**Scenario #1**)

Biweekly/Hourly/Non-exempt Employees designated as “essential” staff (working on-site or off-site)

- Should enter scheduled work hours, as usual without any additional comments. (**Scenario #2**)
- Were expected to work but were absent due to illness or came to work then went home sick, will submit their absence using the appropriate leave time (i.e. sick or LWOP). (**Scenario #3**)

Biweekly/Hourly/Non-exempt Employees ALL

Biweekly employees regardless of “non-essential” or “essential” designation with previously scheduled sick leave, vacation, personal time off, or CTO will use appropriate leave accruals during campus closure. (**Scenario #4**)

Once the timesheets are submitted, normal approval routing processes will occur.

Below are examples as to how biweekly employees should submit their timesheet.

Scenario #1

If work hours are submitted but you *DID NOT* physically work each scheduled day of the closure date because you were designated as a “non-essential staff”; then, enter in the **Comments** box the closure date applicable.

Remember to submit this timesheet by Saturday, December 1, 2018 12:00 PM

Timesheet Status: SAVED
 Pay Period 11/18/18 - 12/01/18

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
18 Add...	19 Add... Work Hrs 8.0	20 Add... Work Hrs 8.0	21 Add... Work Hrs 8.0	22 Add... Thanksgiving Holiday	23 Add... Thanksgiving Holiday	24 Add...
25 Add...	26 Add... Work Hrs 8.0	27 Add... Work Hrs 8.0	28 Add... Work Hrs 8.0	29 Add... Work Hrs 8.0	30 Add... Work Hrs 8.0	1 Add...

* Timesheet Totals do not include earned holiday hours, shift differential, and overtime.

Timesheet In/Out Details
 11/19 - 8:00am - 12:00pm, 1:00pm - 5:00pm.
 11/20 - 8:00am - 12:00pm, 1:00pm - 5:00pm.
 11/21 - 8:00am - 12:00pm, 1:00pm - 5:00pm.
 11/26 - 8:00am - 12:00pm, 1:00pm - 5:00pm.
 11/27 - 8:00am - 12:00pm, 1:00pm - 5:00pm.
 11/28 - 8:00am - 12:00pm, 1:00pm - 5:00pm.
 11/29 - 8:00am - 12:00pm, 1:00pm - 5:00pm.
 11/30 - 8:00am - 12:00pm, 1:00pm - 5:00pm.

Timesheet Comments Error / Warning
 11/19/18: Campus closure

Once submitted for approval, a copy will go to your supervisor. If you have any questions, please contact your Payroll Coordinator for assistance.
 I understand any misstatement or falsification of hours on this time sheet may be cause for disciplinary action up to and including termination.

Save **Submit to Supervisor**

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Scenario #2

If work hours are submitted and no comments were entered in the **Comments** box, the assumption will be time reported is for **actual work performed (on-site or off-site)**.

Remember to submit this timesheet by Saturday, December 1, 2018 12:00 PM

Timesheet Status: **SAVED**

Pay Period **11/18/18 - 12/01/18**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
18 Add...	19 Add... Work Hrs <input type="text" value="8.0"/>	20 Add... Work Hrs <input type="text" value="8.0"/>	21 Add... Work Hrs <input type="text" value="8.0"/>	22 Add... Thanksgiving Holiday	23 Add... Thanksgiving Holiday	24 Add...
25 Add...	26 Add... Work Hrs <input type="text" value="8.0"/>	27 Add... Work Hrs <input type="text" value="8.0"/>	28 Add... Work Hrs <input type="text" value="8.0"/>	29 Add... Work Hrs <input type="text" value="8.0"/>	30 Add... Work Hrs <input type="text" value="8.0"/>	1 Add...

* Timesheet Totals do not include earned holiday hours, shift differential, and overtime.

Timesheet In/Out Details

11/19 - 8:00am - 12:00pm, 1:00pm - 5:00pm.
 11/20 - 8:00am - 12:00pm, 1:00pm - 5:00pm.
 11/21 - 8:00am - 12:00pm, 1:00pm - 5:00pm.
 11/26 - 8:00am - 12:00pm, 1:00pm - 5:00pm.
 11/27 - 8:00am - 12:00pm, 1:00pm - 5:00pm.
 11/28 - 8:00am - 12:00pm, 1:00pm - 5:00pm.
 11/29 - 8:00am - 12:00pm, 1:00pm - 5:00pm.
 11/30 - 8:00am - 12:00pm, 1:00pm - 5:00pm.

Timesheet Comments **Error / Warning**

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Scenario #3

If the employees was designated as an “essential staff” and required to come to work but was absent due to illness or came to work then went home; the missed time should be submitted as sick time or leave without pay as appropriate.

Remember to submit this timesheet by Saturday, December 1, 2018 12:00 PM

Timesheet Status: **SAVED**

Pay Period **11/18/18 - 12/01/18**

Auxiliaries - Housing/Dining / **Essential Staff**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
18 Add...	19 Add... Work Hrs <input type="text" value="3.0"/> Sick <input type="text" value="5.0"/>	20 Add... Work Hrs <input type="text" value="8.0"/>	21 Add... Work Hrs <input type="text" value="8.0"/>	22 Add... Thanksgiving Holiday	23 Add... Thanksgiving Holiday	24 Add...
25 Add...	26 Add... Work Hrs <input type="text" value="8.0"/>	27 Add... Work Hrs <input type="text" value="8.0"/>	28 Add... Work Hrs <input type="text" value="8.0"/>	29 Add... Work Hrs <input type="text" value="8.0"/>	30 Add... Work Hrs <input type="text" value="8.0"/>	1 Add...

* Timesheet Totals do not include earned holiday hours, shift differential, and overtime.

Timesheet In/Out Details

11/19 - 8am - 11am.
 11/20 - 7:00am - 12:00pm, 12:30pm - 3:30pm.
 11/21 - 7:30am - 12:00pm, 12:30pm - 4:00pm.
 11/26 - 7:30am - 12:00pm, 12:30pm - 4:00pm.
 11/27 - 7:00am - 12:00pm, 12:30pm - 3:30pm.
 11/28 - 7:30am - 12:00pm, 12:30pm - 4:00pm.
 11/29 - 7:30am - 12:00pm, 12:30pm - 4:00pm.
 11/30 - 7:30am - 12:00pm, 12:30pm - 4:00pm.

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Scenario #4

If the employees had previously scheduled sick leave, vacation, personal time off or CTO; the appropriate leave hours (vacation, sick, comp time) should be submitted and approved by the supervisor.

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Timesheet Status: **SAVED**

Pay Period 11/18/18 - 12/01/18

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
18 Add...	19 Add... <div style="border: 1px solid red; padding: 2px; display: inline-block;">Vacation 8.0 </div>	20 Add... Work Hrs 8.0	21 Add... Work Hrs 8.0	22 Add... Thanksgiving Holiday	23 Add... Thanksgiving Holiday	24 Add...
25 Add...	26 Add... Work Hrs 8.0	27 Add... Work Hrs 8.0	28 Add... Work Hrs 8.0	29 Add... Work Hrs 8.0	30 Add... Work Hrs 8.0	1 Add...

* Timesheet Totals do not include earned holiday hours, shift differential, and overtime.

Timesheet In/Out Details

11/20 - 8:00am - 12:00pm, 1:00pm - 5:00pm.
 11/21 - 8:00am - 12:00pm, 1:00pm - 5:00pm.
 11/26 - 8:00am - 12:00pm, 1:00pm - 5:00pm.
 11/27 - 8:00am - 12:00pm, 1:00pm - 5:00pm.
 11/28 - 8:00am - 12:00pm, 1:00pm - 5:00pm.
 11/29 - 8:00am - 12:00pm, 1:00pm - 5:00pm.
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I understand any misstatement or falsification of hours on this time sheet may be cause for disciplinary action up to and including termination.

Save Submit to Supervisor

If you have question(s), please feel free to reach out to hrpc@ucmerced.edu for assistance.